

18 December 1968

MEMORANDUM FOR: Chief, P&M/TR

SUBJECT : Critical Review of Office Operations,  
Operations School

REFERENCE : Memorandum of 21 November 1968 from  
the DDS to the DTR, et al

1. During the past twelve months the Training Assistance Staff component of the Operations School has been subjected to a critical review and analysis with regard to function and personnel. The following were my findings and conclusions:

A. TAS had become a moribund element of the organization.

B. The primary function of supporting the [REDACTED] training installation virtually ceased to exist with the discontinuation of that installation.

C. No more than 10 to 15% of the time of TAS personnel was required to service requests for training materials for the [REDACTED]

D. The balance of employee time was not used for redirecting TAS activity to meaningful objectives.

E. The TAS T/O was excessive in size and grade.

2. The following are the remedial actions I have taken:

25X1A

25X1B

A. TAS has been reorganized as the Operations School Library and functions as one of the four branches of the School.

25X1B

B. The necessary and useful purpose of servicing [REDACTED] training requests continues.

C. A complete overhaul of the library of training materials has been instituted and will continue for an indefinite period. This includes a purging of worthless, outdated materials; a total revision of the card index and catalog system; the arrangement for the acquisition of current materials; the beginning of a framework for the developing and originating new materials where none exist.

D. The T/O has been reduced by one position; one of the two remaining positions is to be downgraded from GS-13 to GS-09.



25X1A

C/OS/TR